

1 BILL NO. S-80-04-25

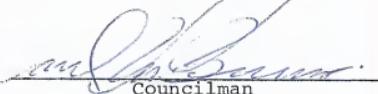
2 SPECIAL ORDINANCE NO. S-49-80

3
4 AN ORDINANCE approving Civil City
5 Purchase Order No. 2107 with Westvaco
6 (U.S. Envelope) for various size
envelopes for use by the Office Ser-
vices Department of the City of Fort
Wayne, Indiana.

7
8 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT
9 WAYNE, INDIANA:

10 SECTION 1. That Civil City Purchase Order No. 2107,
11 dated April 15, 1980, between the City of Fort Wayne, by and
12 through the City Purchasing Director and the Office Services
13 Department and Westvaco (U.S. Envelope) for the purchase of
14 various size envelopes for use by the Office Services Depart-
15 ment in the amount of \$11,992.50, all as more particularly
16 set forth in said Purchase Order, which is on file in the
17 Office of the Department of Purchasing and is by reference
18 incorporated herein and made a part hereof, be and the same is
19 in all things ratified, confirmed and approved.

20 SECTION 2. That this Ordinance shall be in full force
21 and effect from and after its passage and approval by the
22 Mayor.


John E. Hoffman
Councilman

23 APPROVED AS TO FORM AND
24 LEGALITY APRIL , 1980.

25
26 
27 JOHN E. HOFFMAN
28 City Attorney
29

30
31
32

Read the first time in full and on motion by Burns,
seconded by Sauer, and duly adopted, read the second time
by title and referred to the Committee City Utility (and the City
Plan Commission for recommendation) and Public Hearing to be held after
due legal notice, at the Council Chambers, City-County Building, Fort Wayne,
Indiana, on 19, the day of May, o'clock M., E.S.T.

DATE: 1/22/80

Charles W. Westerman
CHARLES W. WESTERMAN
CITY CLERK

Read the third time in full and on motion by Burns,
seconded by Eisbark, and duly adopted, placed on its
passage. PASSED (LOST) by the following vote:

| | AYES | NAYS | ABSTAINED | ABSENT | TO-WIT: |
|--------------------|----------|----------|-----------|----------|---------|
| <u>TOTAL VOTES</u> | <u>8</u> | <u>0</u> | | <u>1</u> | |
| <u>BURNS</u> | <u>X</u> | | | | |
| <u>EISBART</u> | <u>X</u> | | | | |
| <u>GiaQUINTA</u> | <u>X</u> | | | | |
| <u>NUCKOLS</u> | <u>X</u> | | | | |
| <u>SCHMIDT, D.</u> | <u>X</u> | | | | |
| <u>SCHMIDT, V.</u> | <u>X</u> | | | | |
| <u>SCHOMBURG</u> | <u>X</u> | | | | |
| <u>STIER</u> | <u>X</u> | | | | |
| <u>TALARICO</u> | | | | <u>X</u> | |

DATE: 5-13-80

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,
Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL)
(APPROPRIATION) ORDINANCE (RESOLUTION) NO. 249-80
on the 13th day of May, 1980.

ATTEST:

(SEAL)

Vivian G. Schmidt
PRESIDING OFFICER

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on
the 14th day of May, 1980, at the hour of
11:30 o'clock A., M., E.S.T.

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 16th day of May
1980, at the hour of 4 o'clock P. M., E.S.T.

Winfield C. Moses Jr.
WINFIELD C. MOSES, JR.
MAYOR

S-80-04-25
BILL NO. _____

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS REFERRED AN
ORDINANCE approving Civil City Purchase Order No. 2107 with
Westvaco (U.S. Envelope) for various size envelopes for use by the
Office Services Department of the City of Fort Wayne, Indiana.

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT
BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

PAUL M. BURNS, CHAIRMAN

Paul M. Burns
Pa. Burns

BEN EISBART, VICE CHAIRMAN

Ben E. Eisbart

JOHN NUCKOLS

John Nuckols
Mark C. GiaQuinta

MARK GIAQUINTA

R. J. Schomburg

ROY SCHOMBURG

5-13-80

CONCURRED IN

DATE CHARLES W. WESTFALL, CITY CLERK

**CITY OF FORT WAYNE
CITY UTILITIES**

DEPARTMENT OF PURCHASES
CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO. 002107

This number must appear on each pack-
age, packing slip, invoice, bill of lading,
express receipt and correspondence.

DATE April 15, 1980

Westvaco
U.S. Envelope
P.O. Box 1166
Indianapolis, In 46206

007611-01

SHIP TO —

Office Services Department
One Main Street, Rm B-60
City-County Building
Fort Wayne, Indiana 46802

41

**MAIL ALL INVOICES TO —
CITY UTILITIES**

**GENERAL ACCOUNTING
4th FLOOR CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802**

**INVOICE IN DUPLICATE, INCLUDING
CERTIFICATION AS REQUIRED BY
INDIANA STATE BOARD OF ACCOUNTS**

| QUANTITY RECEIVED | QUANTITY ORDERED | DESCRIPTION | ACCT. OR W.O. NO. | UNIT PRICE | TOTAL |
|-------------------|--|---|-------------------|------------|------------|
| | | | 154.12 | | |
| 750 M | Standard Window #10 Printed Envelope | | | 8.75 | 6,562 50 |
| 750 M | Remittance Printed Envelopes 7½"x 3 7/8" | | | 7.24 | 5,430 00 |
| | | | | | 11,992 .50 |
| | | As per Bid #557 F.O.B. Fort Wayne, In Delivery - 2 weeks after receipt of order. (To be Shipped in three parts of 250M each size at a time, each group of 250M to be shipped upon our request) | | | |
| | | NOTE: Westvaco USEnvelope reserves the option of increasing the price a total of and not to exceed a maximum of 5%. This would not be used until at least 180 days after date of first shipment. | | | |
| | | Subject to Councilmanic Approval | | | |

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY

CITY UTILITIES PURCHASING AGENT

Date 3-27-80

To: Aaron Glock

Subject: Invoicing Envelopes from U.S.E.

Envelope offered by U.S. envelope
is quite all right & since they are
low bidders I see no reason not to
accept this proposal

J. A. Phayer
Office Service

John
Escalation
Clause

| | | | | |
|--|--|---|--|--|
| Tabulation of Bid <u>557</u> | <u>750,000</u> | Standard Window Printed Envelope No. 10 | <u>750,000</u> Remittance Printed Envelope <u>7-1/2" x 3-7/8"</u> | |
| Closing Date <u>March 18, 1980</u> | | | | |
| Curtis 100 418 East Berry Street Fort Wayne, Indiana 46802 | | | | |
| Superior Business Forms 1405 North Clinton Street Fort Wayne, Indiana 46802 | | <u>No Bid</u> | <u>No Bid</u> | |
| Taylor Martin Paprr Co. 4621 Executive Blvd. <u>Bid Bond</u> Fort Wayne, Indiana | <u>7387.50 Soft</u> <u>7537.50 Hard</u> | | <u>6187.50 Soft</u> <u>6337.50 Hard</u> | |
| Cordage of Fort Wayne 4666 West Jefferson Blvd. Fort Wayne, Indiana 46804 <u>ex-Cal OK Bid Bond</u> | <u>9.51/m</u> <u>7132.50</u> | | <u>7.76/m</u> <u>5820.00</u> | <u>Total</u> |
| LaGrange Pub. Company 112 East Spring St. LaGrange, Indiana 46761 | | | | |
| U. S. Envelope Company P. O. Box No. 1166 <u>645.00</u> Indianapolis, Indiana <u>ex-Cal OK Bid Bond</u> | <u>7387.50</u> | | <u>5430.00</u> | <u>Total</u> w/Max inc. \$199.88 (12,192.38) |
| Double Envelope Company P. O. Box 5372 Fort Wayne, Indiana | | | | |
| Atlantic Envelope Company P. O. Box No. 25 Shelbyville, Kentucky 40065 | | | | |
| Birch Business Systems 4309 South Madison Muncie, Indiana 47302 | | | | |
| Boise Cascade Envelopes 313 Rohrling Road <u>\$4593.50</u> Addison, Illinois 60101 <u>ex-Cal Month 4 000234</u> | <u>6405.00</u> * | | <u>5446.00</u> * | <u>Total</u> * Prices with Escalating Clause with NO MAX. |
| Garden City Envelope Co. 5650 West 85th St. Suite 121 Indianapolis, Indiana 46278 | | | | |
| Regis Paper Company 1742 East 90th Street Indianapolis, Indiana 46240 | | | | |

Memorandum

To Board of Works

Date April 15, 1980

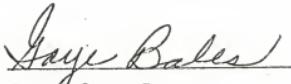
From Department of Purchases

Subject Bid Reference No. 559

COPIES TO:

Attached are copies of documents pertaining to Bid reference No. 557, 750,000 Standard Window Envelopes and 750,000 Remittance Envelopes. We have awarded this Bid to Westvaco USEnvelope on Purchase Order No. 002107. The price quoted is \$11,992.50 with an escalation clause allowing the total price not exceed \$12,192.38 as long as the third shipment is requested within 180 days of the first shipment. This Bid includes prep and plate charges.

Please process these documents for Councilmanic Approval. Do not release the Purchase Order Number to Westvaco USEnvelope until Purchasing has been notified that Council has approved this transaction.



Gaye Bales - Buyer

Approved:



Aaron M. Gluck
Director of Purchases

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division Office Services Department
Room B 60 City County Bldg.
One Main Street, Fort Wayne, Indiana 46802

Address

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THIS CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14408. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

| Quantity | Unit | Materials, Supplies, Equipment or Services | Unit Price | Total Amount |
|----------|------|---|------------|--------------|
| 750 | M | Standard Window Printed Envelopes #10 | | |
| 750 | M | Remittance Printed Envelopes 7½" x 3 7/8" | | |
| | | PER SAMPLES ATTACHED | | |
| | | Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon our request) | | |
| | | Affirmative Action ON FILE: ATTACHED: ✓ | | |

Bid Bond required YES 5% of Bid Performance Bond YES

See Instruction Item No. 16 on reverse side hereof.

Term % cash discount if paid within 10 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 45 days from receipt of order. As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

IMPORTANT

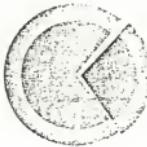
Sign Here

Cordage of Fort Wayne
Name of Company

James R. Knapp *John Ray*

Address *4661 1/2 Jefferson Industrial*

City *Fort Wayne* *IN 46804* Date *3-17-80*



March 17, 1980

Mr. Aaron Gluck
City of Fort Wayne
Department of Purchases, Rm. B-60
1 Main St.
Fort Wayne, Indiana 46802

Dear Mr. Gluck:

We are glad to quote the following envelopes to you:

| | | |
|------|-----------------------------|-----------|
| 750M | #10 20# White Wove Poly | \$ 9.51 M |
| | Window Envelopes, Printed | |
| | Black Ink | |
| 750M | 3 7/8" x 7 1/2" 20# White | |
| | Wove "Remittance" Envelopes | |
| | Printed Black Ink | \$ 7.76 M |

These envelopes to be stocked in our warehouse and shipped in three parts to 250M each size at a time upon your request.

Looking forward to serving you.

Sincerely,

Anne M. Rowland

Anne M. Rowland
Cordage of Fort Wayne
Sales Representative

Attachments

Mr. Aaron Gluck
Director of Purchasing
City of Fort Wayne
One Main Street
Fort Wayne, Ind. 46802

Dear Mr. Gluck,

Per our conversation, this date, March 20, 1980, we would like to revise our Price Quotation based upon manufacturing this order in conjunction with other large orders. The new prices are as follows:

750 M Standard Window #10 printed Envelope ... 8.75 Total Cost 7562.50

750 M 7 3/4 Standard Envelope ... 7.24 Total Cost 5430.00

Total Order 11,992.50

Cordially,

Larry L. Benner

Larry L. Benner
Sales Representative

CC/ li. ir. bk

We do reserve the option of increasing our prices a total of and not to exceed a maximum of 5% (five percent). This would not be used until at least 180 days after date of first shipment.

Westvaco
USEnvelope Division

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Operations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Operations shall include all charges for delivery, packing, etc. And when your reply is indicated below.

*Mail all replies and correspondence, etc. to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department

or Division Room B 60 CITY COUNTY BLDG.

Address One Main Street, Fort Wayne, Indiana 46802

Page 1 of 4

Ref. No. 557

Date February 22, 1980

Date wanted _____

Fund Appropriation No. _____

RETURN ORIGINAL TO THE CITY - RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL, INDIAN AND INDIANA STATE SALES TAX. THIS CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14442. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 18 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

| Quantity | Unit | Description, Supplies, Equipment or Services | Unit Price | Total Amount |
|--|------|--|------------|--------------|
| 750 | M | Standard Window Printed Envelopes #10 | 9.85/M | 7387.50 |
| 750 | M | Remittance Printed Envelopes 7½" x 3 7/8" | 7.24/M | \$5430.00 |
| PER SAMPLES ATTACHED | | | | |
| <p>We are quoting the finest quality of envelopes for inserting equipment; sample of inserting booklet attached.</p> <p>F.O.B. Ft Wayne In Delivery: 2 weeks after receipt of order.</p> <p>Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon <u>our</u> request)</p> | | | | |
| <p>Affirmative Action ON FILE: <input checked="" type="checkbox"/> ATTACHED: <input type="checkbox"/></p> | | | | |
| 12,817.50 | | | | |

Bid Bond required 5% of Bid Performance Bond
See instruction Item No. 18 on reverse side hereof.

Terms One % cash discount if paid within 10 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

IMPORTANT

Sign Name: 00761-01

Westvaco USEnvelope Div

Name of Company Sales Service Mgr

Address P.O. Box 1166

City Indpls. In 46276 Date 3/14/80

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the departments as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Answer your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division Office Services Department

Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

Page 1 of 4

Ref. No. 557

Date February 22, 1980

Date wanted

Fund Appropriation No.

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bid Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THIS CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 5456. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 18 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

| Quantity | Unit | Materials, Supplies, Equipment or Services | Unit Price | Total Amount |
|----------|------|--|------------|---------------------|
| 750 | M | Standard Window Printed Envelopes #10 | * | \$8.59 / \$6,442.50 |
| 750 | M | Remittance Printed Envelopes 7 1/2" x 3 7/8" | * | \$7.31 / \$5,482.50 |
| | | PER SAMPLES ATTACHED | | |
| | | *prices include all plate & prep charges. | | |
| | | See attached letter for escalator clause. | | |
| | | Insertion Quality W/Split Gum Line | | |
| | | To Be Shipped In Three Parts of 250M Each Size At A Time | | |
| | | (Each group of 250M to be shipped upon our request) | | |
| | | Affirmative Action ON FILE: ATTACHED: | | |

Bid Bond required NO YES 5% of Bid Performance Bond NO YES

See instructions Item No. 18 on reverse side hereof.

Terms % cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned agrees and agrees, if this bid be accepted within a reasonable time from date of mailing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications appearing and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order. As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

IMPORTANT

Each bidder

Boise Cascade Envelope Division

Name of Company Jack Stephenson Title Gen. Mgr.For 313 Rohlwing RoadAddress Addison Date 3-12-80City Illinois Zip Code 60101



Boise Cascade

Envelope Division

Addison Plant
313 Rohlwing Road
Addison, Illinois 60101
312/620-2828
TWX: 910/991-1645

March 21, 1980

Mr. Aaron Gluck
Director of Purchases
The City of Fort Wayne
City County Building
One Main Street
Fort Wayne, Indiana 46802

Dear Mr. Gluck:

Subject: Bid Number 557

Per our telephone conversation, the price of the #10 envelope (4-1/8 x 9-1/2) is \$8.59 per M and the price of the 3-7/8 x 7-1/2 envelope is \$7.31 per M. These prices include all plates, preparation costs and are F.O.B. Fort Wayne. The above prices are guaranteed for the first two releases; the first release to be approximately 45 days after receipt of order and the second release to follow in approximately three to four months. Depending on material increases, the prices for the third and last release within a year of the order date, will not exceed 9%.

Please use this letter as well as the enclosed corrected bid form as our bid on your two envelope requirements.

Also enclosed are samples of our proposed envelopes.

We are looking forward to being of service to the City of Fort Wayne. If you have any questions on the enclosed, please do not hesitate to call.

Yours truly,

A handwritten signature in cursive script that reads "John R. Stephenson".

John R. Stephenson
General Manager

JRS:sk

Enclosures

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, re: to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department Office Services Department

or Division Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

Page 1 of 4

Ref. No. 557

Date February 22, 1980

Date wanted _____

Fund Appropriation No. _____

RETURN ORIGINAL TO THE CITY - RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THIS CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THIS CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 5454. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

| Quantity | Unit | Description | Unit Price | Total Amount |
|--|------|---|-------------|----------------|
| 750 | M | Standard Window Printed Envelopes #10 | Soft Box | 9.85M 7387.50 |
| 750 | M | Remittance Printed Envelopes 7½" x 3 7/8" | or Hard Box | 10.05M 7537.50 |
| | | | Soft Box | 8.25M 6187.50 |
| | | | or Hard Box | 8.45M 6337.50 |
| PER SAMPLES ATTACHED | | | | |
| Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon <u>our</u> request) | | | | |
| Affirmative Action ON FILE: XX ATTACHED: | | | | |

Bid Bond required YES NO 5% of Bid Performance Bond NO YES

See Instructions Item No. 16 on reverse side hereof.

Terms 2 % cash discount if paid within 20 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and as the plans and contracts may require.

Delivery of any or all of the items or completion of services indicated shall be made within _____ days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Taylor Martin Papers, Inc.

Name of Company Taylor Martin Papers, Inc.
For Bill Kroll Title Business Manager
Address 4621 Executive Blvd.
City Fort Wayne, IN Date 2/22/80

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Attn. of Aaron Gluck 423-7037 DEPARTMENT OF PURCHASES

Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division Office Services Department

Room B 60 City County Bldg.

Address One Main Street, Fort Wayne, Indiana 46802

Page 1 of 4

Ref. No. 557

Date February 22, 1980

Date wanted _____

Fund Appropriation No. _____

RETURN ORIGINAL TO THE CITY - RETAIN DUPLICATE COPY FOR YOUR FILE

Closing

Time of Bids Tuesday, March 18, 1980 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THIS CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 344828. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 18 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

| Quantity | Unit | Description | Unit Price | Total Amount |
|----------|------|---|------------|--------------|
| 750 | M | Standard Window Printed Envelopes #10 | | No Bid |
| 750 | M | Remittance Printed Envelopes 7½" x 3 7/8" | | No Bid |
| | | PER SAMPLES ATTACHED | | |
| | | Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time (Each group of 250M to be shipped upon our request) | | |
| | | Affirmative Action ON FILE: _____ ATTACHED: _____ | | |

Bid Bond required 5% of Bid Performance Bond See instructions Item No. 16 on reverse side hereof.

Terms % cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

H. Decker - Purchasing Director

Name of Company *City of Fort Wayne*

Title *Purchasing Agent*

Address *1100 N. Main St.*

City *Fort Wayne, Ind.* Date *2-14-80*

TITLE OF ORDINANCE SPECIAL ORDINANCE - CITY UTILITIES PURCHASE ORDER NO. 2107 - WESTVACO

(U.S. ENVELOPE)

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER NO. 2107, WESTVACO (U.S. ENVELOPE)

FOR VARIOUS SIZE ENVELOPES FOR USE BY THE OFFICE SERVICES DEPARTMENT OF THE CITY OF
FORT WAYNE, IN THE AMOUNT OF \$11,992.50

(MEMORANDUM & PURCHASE ORDER ATTACHED)

EFFECT OF PASSAGE ACQUISITION OF ENVELOPES FOR USE BY THE VARIOUS DEPARTMENTS OF THE CITY
WHICH OFFICE SERVICES SUPPLIES

EFFECT OF NON-PASSAGE INTERRUPTION OF OFFICE OPERATIONS

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \$11,992.50 FROM CITY UTILITIES

ASSIGNED TO COMMITTEE City Utilities